

CONFIDENTIAL

1 April 1951

ADMINISTRATIVE SERVICES OFFICE

Slot T/O

INCUMBENT

ENDING OR VACANT

GENERAL SERVICES (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail & Courier Section (Continued)

25X1

GS-5 Couriers

2-5-51 as GS-4)

25X1

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GS-5 Mail Supvr.

GS-4 Mail Clerk

[REDACTED] Jr. 25X1

3-21-51 (GS-3)

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GS-4 Secret Couriers

[REDACTED] 25X1

(GS-3) 3-29-51

[REDACTED] (GS-3) 25X1

3-8-51

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GS-3 Couriers

[REDACTED] 25X1

2-17-51

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[REDACTED] 25X1

2-13-51

\*

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**CONFIDENTIAL**

1 April 1951

ADMINISTRATIVE SERVICES OFFICE

Slot T/O

INCUMBENT

PENDING OR VACANT

GENERAL SERVICES DIVISION (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail & Courier Section (Continued)

25X1

Mail Clerk

Messenger  
Messenger

\*\*  
\*\*

\*\*\*  
\*\*\*

\*\*\*

25X1

25X1

Administrative Files Section

25X1

Mail & File Supvr.  
File Clerk  
Mail & File Clerk

File Clerk  
File Clerk

Records Control Section

Methods Exam. (Records)  
Methods Exam. (Microfilm)  
Methods Exam. (Records)

Methods Exam. (Records)  
Clerk-Stenographer

2 /  
page. -

RA #3181 9-6-50  
Code Clerk,

detailed here also.

T/O - General Services Division

25X1

**CONFIDENTIAL**

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

**CONFIDENTIAL**

*1 April 1951*  
*OxM*

Records Mgt. Officer  
Intelligence Officer (V. Dec.)  
Clerk-Stenographer

VACANT  
VACANT  
VACANT

Mail & Courier Section

Mail Supervisor  
Mail Supervisor



25X1

**CONFIDENTIAL**

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25X1

Approved For Release 2005/08/24 : CIA-RDP70-00211R000300200002-3

Approved For Release 2005/08/24 : CIA-RDP70-00211R000300200002-3

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)  
 Approved For Release 2005/08/24 : CIA-RDP70-00211R000300200002-3

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 <i>Actg Chief</i>		
<i>Records mgmt &amp; Dist. Br.</i>		
2		
3		
4		
5		
FROM	INITIALS	DATE
1 <i>Adm. Off. - Adm. Sec.</i>	<i>DeW</i>	<i>5-7-51</i>
2		
3		

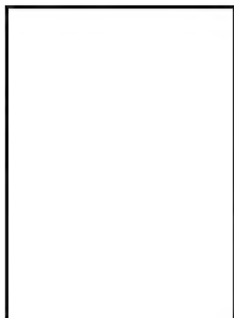
<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input checked="" type="checkbox"/> FILE


REMARKS:

Approved For Release 2005/08/24 : CIA-RDP70-00211R000300200002-3

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

25X1  
25X1



Records Mgt. Officer  
Intelligence Officer   
Clerk-Stenographer

Mail & Courier Section

Mail Supervisor  
Mail Supervisor



~~1 May 1951~~  
VACANT  
VACANT  
VACANT  
Oxm

25X1

- 14 -  
**CONFIDENTIAL**

**CONFIDENTIAL**

1 May 1951

ADMINISTRATIVE SERVICES OFFICE

SLOT T/O

INCUMBENT

PENDING OR VACANT

GENERAL SERVICES DIVISION (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail & Courier Section (Continued)

GS-5 Couriers

2-5-51 as GS-4)

25X1

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[redacted], Jr. 25X1

3-21-51 (GS-3)  
P.C. 4-18-51

\*

[redacted] 25X1

(GS-3) Rep. for

24-51

25X1

GS-5 Mail Supvr.

GS-4 Mail Clerk

[redacted] 25X1

(GS-3) 3-29-51

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GS-4 Secret Couriers

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GS-3 Couriers

[redacted] 25X1

2-17-51 EOD in  
Pool 4-16-51

[redacted] 25X1

2-13-51 EOD in  
Pool 4-23-51

\*

**CONFIDENTIAL**

**CONFIDENTIAL**

1 May 1951

ADMINISTRATIVE SERVICES OFFICE

SLOT T/O

INCUMBENT

PENDING OR VACANT

GENERAL SERVICES DIVISION (CONTINUED)

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH (CONTINUED)

Mail & Courier Section (Continued)

GS-3 Mail Clerk

(1)

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25X1

(2)

\*\*

CPC-4 Messenger

\*\*\*

CPC-5 Messenger

(1)

(2)

(3)

(4)

(5)

[ ] 4-27-51

25X1

25X1

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Administrative Files Section

GS-7 Mail & File Supvr.

GS-5 File Clerk

GS-4 Mail & File Clerk

GS-4 File Clerk

GS-4 File Clerk

25X1

Records Control Section

GS-12 Methods Exam. (Records)

GS-11 Methods Exam. (Microfilm)

GS-9 Methods Exam. (Records)

GS-7 Methods Exam. (Records)

GS-4 Clerk-Stenographer

(5)

as

GS-3, 2-27-51)

RR #3181 9-6-50

GS-4 Commo Code Clerk,

detailed here also.

25X1

(See. cl. only req.  
4-23-51)

25X1

☐ Total T/O - General Services Division

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